



H E L P   D O C U M E N T A T I O N

# **FastLane Help System**

## **Submit and Sign a Proposal**



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## Submit and Sign a Proposal

### Submit and Sign a Proposal Introduction

Submitting a proposal to NSF involves two steps in Research Administration:

1. Submitting the proposal to NSF
2. Electronically signing the proposal

### Submitting a Proposal

In Research Administration, the SPO submits the proposal to NSF electronically.

In Research Administration, the SPO can perform these functions in the Proposals/Supplements/File Updates/Withdrawals section of Research Administration:

- Check a proposal for completeness
- Edit a proposal
- Submit a proposal
- Return a proposal to the PI
- View and print a submitted proposal

### Signing a Proposal

*If the SPO has the permissions of the Authorized Organizational Representative (AOR), the SPO also signs the proposal as part of the process of submission to NSF.*

*If the SPO does not have AOR permissions, the AOR must sign the proposal electronically within 5 business days of the proposal's submission to NSF. See [Access AOR Functions](#) for instructions.*

## Check a Proposal for Completeness as an SPO

1. On the **FastLane Home Page** screen, log in to Research Administration as an SPO (see [SPO Login](#)). The **Research Administration** screen displays (Figure 1).



- Figure 1 Research and Administration screen. The Proposals/Supplements/File Updates/ and Withdrawals link is circled.**
2. Click **Proposals/Supplements/File Updates/Withdrawals** (Figure 1). The **Proposals/Supplements/File Updates/Withdrawals** screen displays on the **Documents in Progress** tab (Figure 2).



**Figure 2 Proposals/Supplements/File Updates/Withdrawals screen on the Documents in Progress tab. The Check link is circled.**

3. Find the proposal whose readiness you want to check (Figure 2). You can sort the documents by clicking on one of the column heads:
  - **Temp ID** groups the documents in succession by Temp ID number.

- **Type** groups the documents by type, proposals, supplements, file updates, and withdrawals.
  - **Access Level** groups the documents by the access level the PI has granted to you.
  - **PI Name** groups the documents by the PI assigned to the document.
  - **Proposal Title** groups the documents alphabetically by title.
4. Click the **Check** link on the row for the proposal you want to check (Figure 2). The **Proposal Errors/Warnings** screen displays (Figure 3) with the information on what requirements must be met, if any, for you to submit the proposal. To make changes, see Edit a Proposal as an SPO.

**Proposal Errors/Warnings For Temporary Proposal Id 9008924**

<b>Proposal Errors</b>
Items listed here <u>will prevent</u> submission. Print this page for reference before returning to the Form Preparation screen.
<p style="text-align: center; color: #0056b3; margin: 0;"><b>Cover Sheet Errors</b></p> <ul style="list-style-type: none"> <li>Insufficient Amount Requested - Enter an amount greater than \$1 for the Requested Amount on the Remainder of the Cover Sheet form.</li> <li>Insufficient Duration Requested - Enter a time duration no less than 1 month for the Proposal Duration on the Remainder of the Cover Sheet form.</li> <li>No Starting Date - Enter a Requested Starting Date on the Remainder of the Cover Sheet form.</li> </ul>
<p style="text-align: center; color: #0056b3; margin: 0;"><b>International Program Errors</b></p> <ul style="list-style-type: none"> <li>No Proposal Category Selected - Select the Proposal Category on the International Programs Cover Page Addendum form.</li> </ul>

<b>Proposal Warnings</b>
Items listed here <u>will not prevent</u> submission. Print this page for reference before returning to the Form Preparation screen.
<p style="text-align: center; color: #0056b3; margin: 0;"><b>Current and Pending Support Warnings</b></p> <ul style="list-style-type: none"> <li>No Current and Pending Support - Current and Pending Support forms have not been uploaded for Terry Demo and J doe. It is acceptable to upload all Current and Pending Support items as one PDF file through the Current and Pending Support document for the PI.</li> </ul>

**Figure 3 Proposal Errors/Warnings screen with a listing of the errors or omissions that will prevent submission and errors or omissions that will not prevent submission.**

## Edit a Proposal as an SPO

1. On the **FastLane Home Page** screen, log in to Research Administration as an SPO (see [SPO Login](#)). The **Research Administration** screen displays (Figure 1).



**Figure 1** Research Administration screen. The Proposals/Supplements/File Updates/Withdrawals link is circled.

2. Click **Proposals/Supplements/File Updates/Withdrawals** (Figure 1). The **Proposals/Supplements/File Updates/Withdrawals** screen displays at the **Documents in Progress** tab (Figure 2).



**Figure 2** Proposals/Supplements/File Updates/Withdrawals screen on the Documents in Progress tab. The Edit link is circled.



- Click **Edit** in the row for the proposal you want to edit (Figure 2). The **Form Preparation** screen displays (Figure 3) for that proposal.

**Forms for Temp. Proposal #6085104**  
CAREER-richs test test test

**Form Preparation**

To prepare a form, click on the appropriate button below.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	07/28/03	<input type="button" value="GO"/> Project Summary	07/28/03
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	
<input type="button" value="GO"/> Budgets (Including Justification)	07/28/03	<input type="button" value="GO"/> Current and Pending Support	
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources		<input type="button" value="GO"/> Supplementary Docs	
<b>Single Copy Documents</b>			
<input type="button" value="GO"/> PI/Co-PI Information	N/A	<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel	N/A

**Figure 3 Form Preparation screen for the proposal you selected to edit.**

- See [Prepare Proposal Forms](#) for instructions on how to work on all the forms in the **Form Preparation** screen (Figure 3).

## Submit a Proposal to NSF

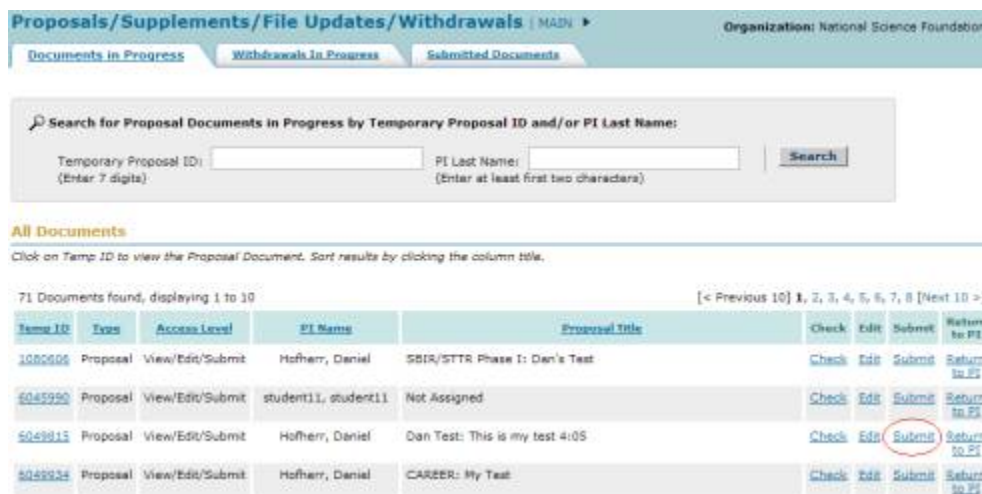
If a proposal is ready for submission to NSF, the SPO may submit it through FastLane. (See [Check a Proposal for Completeness](#) for instructions on how to check the proposal for its readiness for submission.)

1. On the **FastLane Home Page** screen, log in to Research Administration (see [SPO Login](#)). The **Research Administration** screen displays (Figure 1).



**Figure 1** Research Administration screen. The Proposals/Supplements/File Updates/Withdrawals link is circled.

2. Click **Proposals/Supplements/File Updates/Withdrawals** (Figure 1). The **Proposals/Supplements/File Updates/Withdrawals** screen displays on the **Documents in Progress** tab (Figure 2).



**Figure 2 Proposals/Supplements/File Updates/Withdrawals screen on the Documents in Progress tab. The Submit link is circled.**

3. Click **Submit** in the row for the proposal you want to submit (Figure 2). The **Proposal Errors/Warnings** screen displays (Figure 3) giving you the capability to submit the proposal, if there are no errors that prohibit submission. You can either submit the proposal or submit and also sign the proposal.

**Proposal Errors/Warnings For Temporary Proposal Id 9008900**

**Proposal Warnings**

Items listed here will not prevent submission.  
 Print this page for reference before returning to the Form Preparation screen.

Current and Pending Support Warnings

- No Current and Pending Support - Current and Pending Support forms have not been uploaded for Terry Demo. It is acceptable to upload all Current and Pending Support items as one PDF file through the Current and Pending Support document for the PI.

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[Lobbying Certification Section](#)

[Contracts Certification Section](#)

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**Figure 3 Upper portion of the Proposal Errors/Warnings screen for the proposal if the proposal is ready for submission.**

## Submit the Proposal Only

*If you are an SPO without AOR permissions, you can only submit the proposal.*

1. In the lower portion of the **Proposal Errors/Warnings** screen (Figure 4), check to see that the information on your institution is correct.

**Institution Information**

DUNS Number:  DUNS Qualifier:

Authorized Organizational Representative(AOR) information will be added when electronically signed by AOR.

You do not have the Authorized Organizational Representative (AOR) permission to electronically sign the proposal. You can submit the proposal now but it needs an electronic signature from an authorized person at your organization in order for it to be accepted and processed by NSF. This permission can be modified through the 'Accounts Management' function of the Research Administration module.

The following persons at your organization have AOR permissions to electronically sign proposals:  
Dan Sullivan Terry Demo

Submit Proposal to NSF?

**Figure 4 Institution Information section of the Proposal Errors/Warnings screen with the Yes button for submission.**

2. Click the **Yes** button. The **Proposal Submission Confirmation** screen displays (Figure 5) with the confirmation that the proposal has been submitted to NSF.

**PROPOSAL SUBMISSION CONFIRMATION**

**Proposal 9008900 has been successfully submitted to NSF**

This proposal has now been assigned the following NSF Proposal Number:  
**0612912**

Please make a note of this number, it is the official NSF proposal number.

**Figure 5 Proposal Submission Confirmation screen.**

## Submit and Sign the Proposal

*If you are an SPO with AOR permissions, you have the capability to submit and sign the proposal.*

1. In the **Debarment and Suspension** section of the **Proposal Errors/Warnings** screen (Figure 6), click the radio button for Yes or No if there are any debarments or suspensions of you or of your organization from transactions with federal agencies.

#### Debarment and Suspension Certification

Is the organization or its principals presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency?

- ☒ No  
☐ Yes (If "yes" please provide an explanation below.)

By electronically signing the NSF Proposal CoverSheet, the Authorized Organizational Representative or Individual Applicant is providing the Debarment and Suspension Certification contained in Appendix D of the Grant Proposal Guide.

**Figure 6 Debarment and Suspension Certification section of the Proposal Errors/Warnings screen.**

2. If you answered Yes, in the text box under the radio buttons (Figure 6), type an explanation.
3. In the **Institution Information** section of the **Proposal Errors/Warnings** screen (Figure 7), check the accuracy of the information for your organization.

**Institution Information**

DUNS Number:  DUNS Qualifier:

Authorized Organizational Representative(AOR) information will be added when electronically signed by AOR.

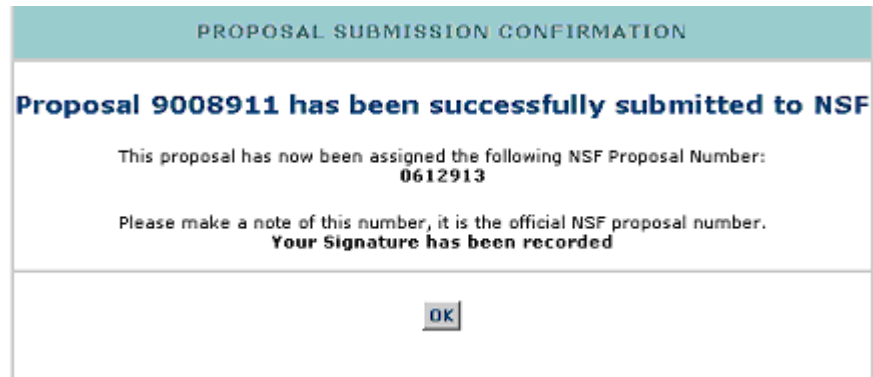
The following authorized organizational representative(AOR) information will be printed on the proposal coversheet after the proposal is electronically signed by AOR. If this information is incorrect, please have it modified before signing the proposal electronically. This information can be modified by an authorized user at your organization using the 'Add, Modify, and Delete FastLane Users' module of 'Research Administration' application.

Name: **Alan Alphaman**  
 Phone: **7032925000**  
 Fax: **7032925500**  
 E-mail: **kchelta@nsf.gov**

You have the Authorized Organizational Representative(AOR) permission to electronically sign and submit the proposal.

**Figure 7 Institution Information section of the Proposal Errors/Warnings screen. The Sign and Submit button is circled.**

4. At the bottom of the **Proposal Errors/Warnings** screen (Figure 7), click the **Sign and Submit** button. The **Proposal Submission Confirmation** screen displays (Figure 8) with a message that the proposal has been successfully submitted to NSF. It also displays the official NSF number for the proposal.



**Figure 8** Proposal Submission Confirmation screen with the message that the proposal has been submitted to NSF and with the NSF number for the proposal.

5. Write down the NSF proposal number.
6. Click the **OK** button (Figure 8). The **Proposals/Supplements/File Updates/Withdrawals** screen displays on the **Documents in Progress** tab (Figure 2).

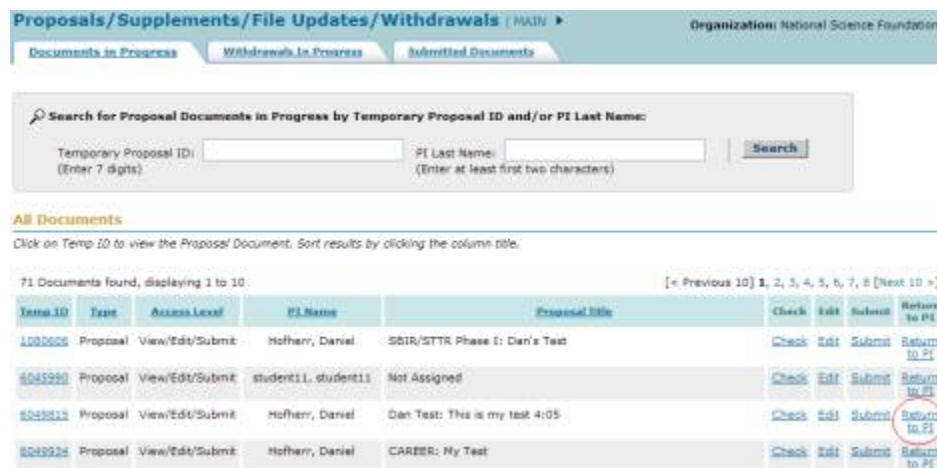
## Return a Proposal to the PI

1. On the **FastLane Home Page** screen, log in to Research Administration (see [SPO Login](#)). The **Research Administration** screen displays (Figure 1).



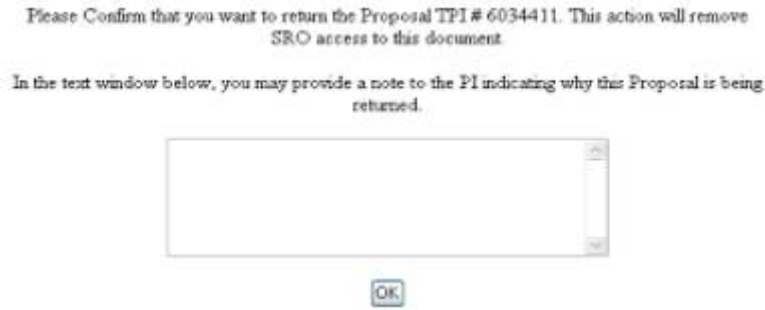
**Figure 1** Research Administration screen. The Proposals/Supplements/File Updates/Withdrawals link is circled.

2. Click **Proposals/Supplements/File Updates/Withdrawals** (Figure 1). The **Proposals/Supplements/File Updates/Withdrawals** screen displays on the **Documents in Progress** tab (Figure 2).



**Figure 2** Proposals/Supplements/File Updates/Withdrawals screen on the Documents in Progress tab. The Return to PI link is circled.

3. Click **Return to PI** (Figure 2) on the row for the proposal you want to return. A screen displays (Figure 3) with a message for you to confirm this action.



**Figure 3 Screen with the message for you to confirm that you want to return the proposal to the PI.**

4. Write a note to the PI in the text box (Figure 3) (optional). Once you return the proposal to the PI, you no longer have access to the proposal as an SPO.
5. Click the **OK** button (Figure 3). A screen displays (Figure 4) with the message that the proposal has been returned to the PI.

**Proposal TPI #6034411 was sent back to PI**

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**Figure 4 Screen with a message that the proposal has been returned to the PI.**

6. Click the **OK** button (Figure 4). The **Proposals/Supplements/File Updates/Withdrawals** screen displays on the **Documents in Progress** tab (Figure 2).



## AOR Functions

### Access AOR Functions

1. If you are an Authorized Organizational Representative (AOR) and need to sign a proposal that has been submitted to NSF, on the **FastLane Home Page** screen, log in to Research Administration (see SPO AOR Login). The **Research Administration** screen displays (Figure 1).



**Figure 1** Research Administration screen. The Authorized Organizational Representative Functions link is circled.

2. Click **Authorized Organizational Representative Functions** (Figure 1). The **Authorized Organizational Representative Functions** screen displays (Figure 2) with a listing of all the documents that require your electronic signature.

**Authorized Organizational Representative Functions** | MAIN ▶ Institution: National Science Foundation

Verify Signature Information:

<b>Name:</b>	Alan alphaman	Please verify that the preceding Authorized Organizational Representative information stored in FastLane is accurate. If this information is incorrect, please have it modified before signing the appropriate document electronically using <a href="#">Account Management</a> .
<b>Phone Number:</b>	7032921099	
<b>Fax Number:</b>	7032923000	
<b>E-Mail:</b>	dsullivan@nsf.gov	

**Documents To Be Signed**

☐ Check to Select All Proposals/Supplements ☐ Check to Select All Documents ☐ Check to UnSelect All Documents

1 Document found.

Sign	Document Type	Proposal Award Number	Principal Investigator	Title	Submission Date
<input type="checkbox"/>	Proposal/Supplement	0420029	Trudy Bell	MTS 04032401	03/24/2004

**Figure 2** Authorized Organizational Representative Functions screen.

3. Verify that the Signature Information in the upper left of the screen is correct (Figure 3). If the information is not correct, click **Account Management** to change the information.

Authorized Organizational Representative Functions | MAIN Institution: National

Verify Signature Information:

Name: alan alphaman  
Phone Number: 9146343183  
Fax Number:  
E-Mail: bsteinbg@agc0.fc.up.pt

Please verify that the preceding Authorized Organizational Representative information stored in FastLane is accurate. If this information is incorrect, please have it modified before signing the appropriate document electronically using [Account Management](#).

Documents To Be Signed

**Figure 3 Verify Signature Information section of the Authorized Organizational Representative Functions screen. The Account Management link is circled.**

You have these options on the **Authorized Organizational Representative Functions** screen:

- Sign a single proposal
- Sign several documents at once

## Sign a Single Proposal

1. Access the **Authorized Organizational Representative Functions** screen (Figure 1) (see [Access AOR Functions](#)).

**Authorized Organizational Representative Functions** | MAIN | Institution: National

**Verify Signature Information:**

**Name:** Alan alphaman  
**Phone Number:** 7032921001  
**Fax Number:** 7032923000  
**E-Mail:** tdemo@nsf.gov

Please verify that the preceding Authorized Organizational Representative information stored in FastLane is accurate. If this information is incorrect, please have it modified before signing the appropriate document electronically using [Account Management](#).

**Documents To Be Signed**

☐ Check to Select All Proposals/Supplements ☐ Check to Select All Documents ☐ Check to UnSelect All Documents

1 Document found.

Sign	Document Type	Proposal Award Number	Principal Investigator	Title	Submission
<input checked="" type="checkbox"/>	Proposal/Supplement	6085578	Alan Alphaman	PWL Testing Post Doc	03/08/201

Export Options: [Excel](#)

**Sign** **Cancel**

**Figure 1** Authorized Organizational Representative Functions screen. The check box for signing a proposal is circled.

2. Click the check box next to the proposal you want to electronically sign (Figure 1).
3. Click the **Sign** button (Figure 1). The **Electronic Signature Notice** screen displays (Figure 2).

**Electronic Signature Notice**
Organization: University of California

Documents Selected To Sign

1 Document found.

Document Type	Proposal Award Number	Title
Proposal/Supplement	0413936	Modulation of Transmitter Release

**CERTIFICATION INFORMATION**

**Certification for Authorized Organizational Representative or Individual Applicant:**

By electronically signing the proposal, the individual applicant or the authorized official of the applicant institution is: (1) certifying that statements made herein are true and complete to the best of his/her knowledge, and (2) agreeing to accept the obligation to comply with NSF award terms and conditions if an award is made as a result of this application. Further, the applicant is hereby providing certifications regarding debarment and suspension, drug-free workplace, and lobbying activities (see below), as set forth in the *Grant Proposal Guide (GPG)*, NSF 04-23. Willful provision of false information in this application and its supporting documents or in reports required under an ensuing award is a criminal offense (U.S. Code, Title 18, Section 1001).

In addition, if the applicant institution employs more than fifty persons, the authorized official of the applicant institution is certifying that the institution has implemented a written and enforced conflict of interest policy that is consistent with the provisions of Grant Policy Manual Section 510; that to the best of his/her knowledge, all financial disclosures required by that conflict of interest policy have been made; and that all identified conflicts of interest will have been satisfactorily managed, reduced or eliminated prior to the institution's expenditure of any funds under the award, in accordance with the institution's conflict of interest policy. Conflicts which cannot be satisfactorily managed, reduced or eliminated must be disclosed to NSF.

**Drug Free Work Place Certification**

By electronically signing the NSF Proposal CoverSheet the Authorized Organizational Representative or Individual Applicant is providing the Drug Free Work Place Certification contained in Appendix C of the Grant Proposal Guide.

**Debarment and Suspension Certification**

Is the organization or its principals presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency?

☒ No  
☐ Yes (If "yes" please provide an explanation below.)

By electronically signing the NSF Proposal CoverSheet, the Authorized Organizational Representative or Individual Applicant is providing the Debarment and Suspension Certification contained in Appendix D of the Grant Proposal Guide.

**Certification Regarding Lobbying (GPG Appendix E)**

This certification is required for an award of a Federal contract, grant or cooperative agreement exceeding \$100,000 and for an award of a Federal loan or a commitment providing for the United States to insure or guarantee a loan exceeding \$150,000.

**Certification for Contracts, Grants, Loans and Cooperative Agreements**

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities" in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Sign
Cancel

**Figure 2 Electronic Signature Notice screen. The Debarment and Suspension Certification section is boxed, and the Sign button is circled.**

4. In the **Debarment and Suspension Certification** section of the **Electronic Signature Notice** screen (Figure 2), click the radio button for Yes or No to indicate if you are presently debarred, suspended, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.
5. If you answered **Yes**, type an explanation in the text box below the radio buttons (Figure 2).

- Click the **Sign** button (Figure 2) to confirm your acceptance of the conditions. The **Confirmation** screen displays (Figure 3) with a message that the proposal has been signed.



**Figure 3** Confirmation screen with a message that the proposal has been signed.

- Click **Return to AOR Functions Main** (Figure 3). The **Authorized Organizational Representative Functions** screen displays (Figure 1).

## Sign Several Documents at Once

1. Access the **Authorized Organizational Representative Functions** screen (Figure 1) (see [Access AOR Functions](#)).

**Authorized Organizational Representative Functions** | MAIN ▶ Organization: University of California Berkeley

**Verify Signature Information:**

**Name:** Nancy Han  
**Phone Number:** 2223334445  
**Fax Number:** 2223335000  
**E-Mail:** ref2@net.com

Please verify that the preceding Authorized Organizational Representative information stored in FastLane is accurate. If this information is incorrect, please have it modified before signing the appropriate document electronically using [Account Management](#).

**Documents To Be Signed**

☐ Check to Select All Proposals/Supplements ☐ Check to Select All Documents ☐ Check to UnSelect All Documents

48 Documents found, displaying 1 to 10 [Previous 10] 1, 2, 3, 4, 5 [Next 10]

Sign	Document Type	Proposal Award Number	Principal Investigator	Title	Submission Date
<input checked="" type="checkbox"/>	Proposal/Supplement	0413336	Robert Zucker	Modulation of Transmitter Release	01/02/2004
<input checked="" type="checkbox"/>	Proposal/Supplement	0414023	George Oster	Mathematical models for bacterial propulsion and pattern for	01/05/2004
<input checked="" type="checkbox"/>	Proposal/Supplement	0414470	Richard Fetscher	Multimodal (speech plus handwriting) Communication of Mathem	01/07/2004
<input checked="" type="checkbox"/>	Proposal/Supplement	0414493	Ruzena Bajcsy	THE FUTURES OF OUR PASTS: Three-Dimensional Representations	01/07/2004
<input checked="" type="checkbox"/>	Proposal/Supplement	0414495	Catherine Koshland	Laser Interactions with Combustion Generated Nano-Particles	01/07/2004
<input checked="" type="checkbox"/>	Proposal/Supplement	0415027	George Smoot	Information and Data Management in the Emerging Field of Gra	01/08/2004
<input checked="" type="checkbox"/>	Proposal/Supplement	0415210	Avideh Zakhor	Video Similarity Search in Very Large Databases	01/08/2004
<input checked="" type="checkbox"/>	Proposal/Supplement	0415252	Anastasis Melis	Photosynthetic hydrogen metabolism in unicellular green alga	01/08/2004
<input checked="" type="checkbox"/>	Proposal/Supplement	0415291	Evan Williams	Ion Hydration and New Structural Methods in Mass Spectrometr	01/08/2004
<input checked="" type="checkbox"/>	Proposal/Supplement	0415293	Jeffrey Long	Cluster-Expanded Solids: A Strategy for Assembling Functions	01/08/2004

Export Options: Excel

**Sign** Cancel

**Figure 1** Authorized Organizational Representative Functions screen. The **Sign** button is circled.

2. Select the documents you want to sign by any one of the following options (Figure 1):
  - Click the box next to **Check to Select All Proposals/Supplements** to sign only the proposals and supplements listed.
  - Click the box next to **Check to Select All Documents** to sign all documents listed.
  - Click the check mark box next to each document that you want to sign.
3. Click the **Sign** button (Figure 1). The **Electronic Signature Notice** screen displays (Figure 2).



Electronic Signature Notice		Organization: University of California
Documents Selected To Sign		
10 Documents found, displaying 1 to 10		
Document Type	Proposal Award Number	Title
Proposal/Supplement	0413936	Modulation of Transmitter Release
Proposal/Supplement	0414039	Mathematical models for bacterial propulsion and pattern for
Proposal/Supplement	0414470	Multimodal (speech plus handwriting) Communication of Mathem
Proposal/Supplement	0414495	THE FUTURES OF OUR PASTS: Three-Dimensional Representations
Proposal/Supplement	0414495	Laser Interactions with Combustion Generated Nano-Particles
Proposal/Supplement	0415027	Information and Data Management in the Emerging Field of Gra
Proposal/Supplement	0415210	Video Similarity Search in Very Large Databases
Proposal/Supplement	0415258	Photosynthetic hydrogen metabolism in unicellular green alga
Proposal/Supplement	0415293	Ion Hydration and New Structural Methods in Mass Spectrometr
Proposal/Supplement	0415295	Cluster-Expanded Solids: A Strategy for Assembling Functiona
CERTIFICATION INFORMATION		
<p><b>Certification for Authorized Organizational Representative or Individual Applicant:</b></p> <p>By electronically signing the proposal, the individual applicant or the authorized official of the applicant institution is: (1) certifying that statements made herein are true and complete to the best of his/her knowledge, and (2) agreeing to accept the obligation to comply with NSF award terms and conditions if an award is made as a result of this application. Further, the applicant is hereby providing certifications regarding debarment and suspension, drug-free workplace, and lobbying activities (see below), as set forth in the <i>Grant Proposal Guide (GPG)</i>, NSF 04-23. Willful provision of false information in this application and its supporting documents or in reports required under an ensuing award is a criminal offense (U.S. Code, Title 18, Section 1001).</p> <p>In addition, if the applicant institution employs more than fifty persons, the authorized official of the applicant institution is certifying that the institution has implemented a written and enforced conflict of interest policy that is consistent with the provisions of Grant Policy Manual Section S10; that to the best of his/her knowledge, all financial disclosures required by that conflict of interest policy have been made; and that all identified conflicts of interest will have been satisfactorily managed, reduced or eliminated prior to the institution's expenditure of any funds under the award, in accordance with the institution's conflict of interest policy. Conflicts which cannot be satisfactorily managed, reduced or eliminated must be disclosed to NSF.</p> <p><b>Drug Free Work Place Certification</b></p> <p>By electronically signing the NSF Proposal CoverSheet the Authorized Organizational Representative or Individual Applicant is providing the Drug Free Work Place Certification contained in Appendix C of the Grant Proposal Guide.</p> <p><b>Debarment and Suspension Certification</b></p> <p>Is the organization or its principals presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency?</p> <p><input checked="" type="radio"/> No</p> <p><input type="radio"/> Yes (If "yes" please provide an explanation below.)</p> <p><input type="text"/></p> <p>By electronically signing the NSF Proposal CoverSheet, the Authorized Organizational Representative or Individual Applicant is providing the Debarment and Suspension Certification contained in Appendix D of the Grant Proposal Guide.</p> <p><b>Certification Regarding Lobbying (GPG Appendix E)</b></p> <p>This certification is required for an award of a Federal contract, grant or cooperative agreement exceeding \$100,000 and for an award of a Federal loan or a commitment providing for the United States to insure or guarantee a loan exceeding \$150,000.</p> <p><b>Certification for Contracts, Grants, Loans and Cooperative Agreements</b></p> <p>The undersigned certifies, to the best of his or her knowledge and belief, that:</p> <p>(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.</p> <p>(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities" in accordance with its instructions.</p> <p>(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements and that all subrecipients shall certify and disclose accordingly.</p> <p>This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</p> <p><input checked="" type="button" value="Sign"/> <input type="button" value="Cancel"/></p>		

**Figure 2 Electronic Signature Notice screen. The Sign button is circled.**

- In the **Debarment and Suspension Certification** section of the **Electronic Signature Notice** screen (Figure 2), click the radio button for Yes or No to

indicate if you are presently debarred, suspended, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.

5. If you answered **Yes**, type an explanation in the text box below the radio buttons (Figure 2).
6. Click the **Sign** button (Figure 2) to confirm your acceptance of the conditions. The **Confirmation** screen displays (Figure 3) with a message that the proposals have been signed.

CONFIRMATION The Following Documents Have Been Signed:		
Document Type	Proposal Award Number	Title
Proposal/Supplement	0413936	Modulation of Transmitter Release
Proposal/Supplement	0414039	Mathematical models for bacterial propulsion and pattern for
Proposal/Supplement	0414470	Multimodal (speech plus handwriting) Communication of Mathem
Proposal/Supplement	0414495	THE FUTURES OF OUR PASTS: Three-Dimensional Representations
Proposal/Supplement	0414496	Laser Interactions with Combustion Generated Nano-Particles
Proposal/Supplement	0415027	Information and Data Management in the Emerging Field of Gra
Proposal/Supplement	0415210	Video Similarity Search in Very Large Databases
Proposal/Supplement	0415258	Photosynthetic hydrogen metabolism in unicellular green alga
Proposal/Supplement	0415293	Ion Hydration and New Structural Methods in Mass Spectrometr
Proposal/Supplement	0415295	Cluster-Expanded Solids: A Strategy for Assembling Functiona

**Figure 3 Confirmation screen with a message that the proposals have been signed.**



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